

## **EXECUTIVE DIRECTOR - - CHIEF EXECUTIVE OFFICER**

### **POSITION DESCRIPTION**

**SUMMARY:** The Executive Director functions as the Chief Executive Officer of the corporation. In this capacity the incumbent is responsible for implementation of policies set by the Board of Directors as well as annual goals and objectives, and financial, program, and administrative management of the corporation. Guidance and direction is provided by the Chairman of the Board, and by the Board and its Executive Committee.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Responsible for overall leadership of staff in the development and implementation of short and long range plans and policies and other activities.
- Responsible for the financial management of the corporation, including the development and implementation of the annual budget
- Responsible for the development, implementation, and accomplishment of the annual work plan of the corporation as approved by the Board of Directors.
- Responsible for liaison with other organizations.
- Responsible for providing information, advice, and counsel to the Chairman of the Board, Board Committees, and the Board of Directors in the creation of policies, programs, and strategic direction of the corporation.
- Responsible for support of all activities associated with the Board of Directors, including staffing for all Board and Committee meetings, meeting schedules, locations, development of agenda, and meeting materials.
- Responsible for administration of overall operation of the corporation, including: reviewing and evaluating the results of program activities, ensuring that continuing contractual obligations are being fulfilled; allocating resources for greater program effectiveness and efficiency; developing organizational and administrative policies and program objectives for Board consideration.

**SUPERVISORY RESPONSIBILITIES:** Responsible for supervision of all assigned staff. Responsibilities include interviewing, recommendation for hiring and training employees; planning, assigning and directing of work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Attainment of an \_\_\_\_ or other equivalent degree in a related field and \_\_\_\_ years of increasingly responsible administrative experience, at least \_\_\_\_ of which shall have been in a supervisory capacity.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general periodicals, professional journals, financial reports, legal documents, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; efficiently respond to questions from membership, staff and members of the community; communicate effectively in both written and oral form; and, effectively present information to membership, top management, public group, and/or board of directors.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions; exhibit independent judgment in the development, implementation and evaluation of plans, procedures and policies; and deal with several abstract and concrete variables.

**OTHER KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of the principles and techniques of grant administration, contract administration and negotiation, nonprofit administration, community organization, fiscal and organizational management, principles and practices of marketing and public relations.

Ability to plan, direct and coordinate activities; negotiate and administer contracts; work with health care providers, commercial vendors, government agencies, community groups and other organizations as necessary; communicate effectively in both written and oral forms; exhibit independent judgment in the development, implementation and evaluation of plans, procedures and policies.